

INFRASTRUCTURE
Streets, Sidewalks, Water, Sewer, Drainage
Project Packet Cover Sheet

Participating Municipalities: _____

1. Name of Project: _____
(If proposing more than one Infrastructure project, please complete a project packet for each proposed project. Seven (7) pages per packet)

2. Type of Project:

Streets	_____	Water	_____
Sidewalks	_____	Sewer	_____
Drainage	_____	Other:	_____

3. Project Description: Please provide a summary of the proposed project. The summary should include a detailed scope of the total project, including the non-CDBG funded components. For regional and joint applicants, list the amount of funds allocated per municipality for the project(s). For sewer and water projects provide a town or service district map(s) that shows existing infrastructure/direction of flows and location of infrastructure to be installed or replaced. This description will be used to confirm overall project feasibility. **(Please refer to National Objective Guidance regarding maps on Page 71.)**

4. National Objective: select a) or b)

a) Benefit to low and moderate income persons _____
• For this national objective, estimate the number of low and moderate income persons to benefit from Project (please provide number, not percentage) _____

b) Elimination of slums or blighting conditions: Area Spot ÿ

5. Project Budget Information:

CDBG project cost:	\$ _____
CDBG delivery cost:	\$ _____
Total CDBG cost:	\$ _____
Other Project funds (if applicable):	\$ _____
Total Project Cost:	\$ _____

Cite Sources of Other Project Funds: _____

6. Estimated number of square/linear feet to be completed: _____

7. Location (by streets) of Project: _____

8. If applicable, define boundaries of target area by street name(s), delineation of area surveyed for national objective compliance:

- 9. If applicable, estimated number of jobs to be created:**_____
- 10. If applicable, estimated number of jobs to be retained:**_____
- 11. If applicable, estimated CDBG cost per job:**_____

Project Budget: INFRASTRUCTURE					
By funding source, please fill in the appropriate line items below. Then total each column and row.	CDBG	OTHER \$	OTHER \$	OTHER \$	TOTAL
	STREET PAVING				
Full Depth Reconstruction					
Surface Repaving					
Curbs and Sidewalks					
Other (specify)					
Other (specify)					
Contingency					
WATER SYSTEM					
Water Lines					
Wells					
Pump Station					
Treatment Facility					
Storage Facility					
Hook-ups					
Street Repaving					
Other (specify)					
Contingency					
SEWER SYSTEM					
Sewer Lines					
Pump Station					
Treatment Facility					
Hook-ups					
Street Repairing					
Other (specify)					
Contingency					
DRAINAGE					
Drainage lines/culverts					
Drainage Facility					
Street Repairing					
Pump Station					
Other (specify)					
Contingency					
TOTALS BY USES:					

In addition to filling out the above form, please include a detailed cost estimate by a registered engineer, architect or other qualified person. This budget should include a line item description, quantities, units of measure, unit prices and totals.

THRESHOLD QUESTIONS:

- 1. Identify the National Objective that will be met by the program.** Describe in detail how your project will meet a national objective and how it will be documented. (See page 70 for National Objective guidance and page 81 for the National Objective question.)
- 2. The project must be eligible for CDBG assistance.** Identify the type of project and cite the applicable provision of Section 105(a) of Title I, Housing and Community Development Act of 1974, as amended. (See Appendix A and pages 52-54 for eligibility guidance.)
- 3. Demonstrate project consistency with the following:** Please provide a Community Development Strategy that includes the proposed project. (See “Guidance on Scored Questions” section and page 81 for the question.)

Additional Thresholds for Economic Development Projects:

Public Benefit: Provide the estimated cost per job, for all jobs that will be created.

Project Need - 20 Points

4. What is the need for the proposed project/program?

The need for the project will be evaluated upon the extent to which the response meets the following criteria:

- a) Severity of need: examples of information to demonstrate severity of need include, but are not limited to, current characteristics and needs of the target area and/or target population; condition of existing infrastructure. Evidence to support need include surveys, engineering reports/studies, and compliance with health and safety standards, age of infrastructure. Applicable photographs may be included in appendix. (10 points)
- b) Need for CDBG funds and documentation of efforts to obtain other funds to accomplish this project: examples of information to demonstrate need include, but are not limited to, the extent of the municipality’s efforts to obtain non-CDBG funding (i.e., local revenues, other public and private resources) to address the identified needs. Document successful and unsuccessful efforts to secure other funds. (6 points)
- c) Community Involvement and Support: community shall demonstrate and document the community and target population’s involvement in the development of this project/program and how this community participation process resulted in support for the project/program. (4 points)

Project Feasibility - 20 Points

5. Why is the proposed project/program feasible?

The feasibility of the project will be evaluated upon the extent to which the response meets the following criteria:

- a) Identification and analysis of alternative approaches, their associated costs, and the pros and cons of these approaches: Present rationale for choosing the proposed project/program as the most feasible and cost effective, explain how and why this approach will best meet the identified needs. (4 points)
- b) Readiness of project: examples of information to demonstrate readiness include, but are not limited to, status of site control; status of design; identification and status of all permits (i.e., environmental, health, safety, building, zoning); compliance with current and relevant design and construction standards. The availability of all other funds/resources needed to complete the project must be documented. (6 points)
- c) Reasonableness of project funding: examples of information to demonstrate reasonableness include, but are not limited to, current detailed cost estimates, qualifications of the person who prepared the estimates; the process used to determine that the costs are reasonable; comparable examples; explanation of all sources and uses of funds; viable contingency plan for the project cost overruns that does not include CDBG funds (excluding program income); the provision of operating and maintenance plan, including funding sources. (8 points)
- d) Completeness and reasonableness of timeline: examples of information to demonstrate the feasibility of the timeline include, but are not limited to, description of project milestones including environmental review and permitting; time required to accomplish each milestone; how all components will be completed within the stated timeframe. (2 points)

Project Impact - 15 Points

6. What will be the impact of the proposed project/program?

The project impact will be evaluated upon the extent to which the response meets the following criteria:

- a) Resources leveraged: Provide documentation of resources leveraged directly for this project, which may include funding from other sources, equity, volunteer efforts, staff/in-kind contributions, and force account labor. Must include a written commitment for all leveraged resources. (6 points)
- b) Impact of the proposed project on the target area or target population: Examples of information to demonstrate impact include, but are not limited to, direct and indirect benefit to beneficiaries; quality of life considerations; economic viability; neighborhood stabilization, and the quantitative and qualitative measures the community will use to assess visible improvements. (4 points)
- c) The degree to which the project is consistent with the Sustainable Development Principles listed in Exhibit 5 of the One Year Action Plan. (5 points.)

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